

Internship Application Form

Mel Martinez

United States Senator - Florida

Senator Martinez's internship program provides college students with the unique opportunity to experience our government first hand. Over the course of the program the interns become an integral part of the legislative processes, through assisting the Senator's staff with administrative, press, legislative and correspondence duties. The internship program is designed to provide the knowledge, skills, and tools that will assist an intern in all future professional endeavors.

The office of Senator Martinez places high expectations on the quality of work produced by an intern. Interns are expected to perform a wide variety of duties including: answering constituent phone calls, handling mail, performing legislative research, attending hearings, conducting Capital tours, drafting memos and response letters, and assisting the staff on special projects. We welcome applicants who are motivated, devoted to public issues, dedicated to their school work and self starters. Preference is given to Florida residents.

Application:

To apply please fax or mail all of the following information to either the DC or Orlando office. A completed application must be received by the application deadlines to be considered for an internship position.

- Application Information Form (attached)
- One Page Cover Letter – explaining why you would like to intern for Senator Mel Martinez
- Current Resume
- 3 Letters of Recommendation
- College Transcript or Listing of Current Grades

Washington, DC Office:

Office of Senator Mel Martinez
Attn: Intern Coordinator
317 Hart Senate Office Building
Washington, DC 20510-0906
Fax (202) 228-5171

Orlando State Office:

Office of Senator Mel Martinez
Attn: Intern Coordinator
315 East Robinson St
Orlando, FL 32801
Fax (407) 423-0941

Internships

Internships are available in our Washington, DC and State offices. There are 3 internship sessions: Fall, Spring, Summer. Summer internships are divided into 2 sessions. **Senate internships are unpaid.** Senate rules allow candidates to apply for financial assistance from appropriate outside sources. However, Senate rules require that receiving financial funding from an outside source does not create a conflict of interest with your Senate work. Receiving academic credit from your internship is dependent on your University or College. We will assist you in providing the appropriate information at the school's request.

Session Dates

Fall 2005 September – December
Spring 2006 January – May
Summer 2006

Session I: May – June
Session II: July – August

Application Deadlines

July 1, 2005
November 1, 2005

March 1, 2006
March 1, 2006

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Please note that all internships are unpaid

Please check the session you are applying for:

_____ Fall _____ Spring _____ Summer I _____ Summer II

Personal Information

Name: _____
First Middle Initial Last

School Address: _____

School Phone: _____ Email Address: _____

Parent or Guardian's Name: _____

Permanent Address: _____

Phone #: _____ Alternate #: _____

Social Security: _____ Birth date: _____ Gender: M or F

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Academic Information

College or University: _____

Degree: _____ Expected year of Graduation: _____

Major/Minor: _____ Grade Point Average: _____

Objectives:

What are your career aspirations?

List and/or describe any special skills that may not be apparent from your resume.

Have you had any previous political/campaign/government experience?

What are your areas of interest?

References

Please list the 3 individuals, not related to you, who will be writing your recommendation letters:

Name and Position: _____

Phone Number: _____ Email: _____

Name and Position: _____

Phone Number: _____ Email: _____

Name and Position: _____

Phone Number: _____ Email: _____